

RETAIN THESE INSTRUCTIONS WITH YOUR ORDERS

TRAVEL INSTRUCTIONS

The following information is provided to help in the execution of your orders for your Formal Physical Evaluation Board (PEB) at the Washington Navy Yard, DC.

Read through this package completely. You may call (202) 685-6891 or (202) 685-6427 with any questions regarding the information in this package.

Travel to Washington, DC

Your service headquarters will reimburse travel to Washington, DC for your formal hearing.

- You are responsible for coordinating your travel with your service headquarters prior to traveling.
- It is recommended that you limit your luggage to **ONE** carry-on bag.
- If using GPS, enter the address “8th & M Street SE, Washington, DC” as your destination.
- Ensure you have funds to cover expenses for the duration of your time in Washington, DC. Transportation and food costs will come out of pocket and be reimbursed upon liquidation of your travel claim.

Transportation

Public Transportation: Metro rail and buses are readily available and are reimbursable for official travel only.

Taxi: Your orders direct use of public transportation when available, but you are authorized to use a taxi.

Yellow Cab:	(202) 544-1212
Diamond Cab:	(202) 387-6200
Washington Flyer:	(703) 801-4884
Empire Cab:	(202) 488-4844
Lincoln Cab:	(202) 484-2222
Mayflower Cab:	(202) 783-1111

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Personally Owned Vehicle: If you reside in the Washington Local Commuting Area, you must file a local area travel voucher to be reimbursed (*See DoDI 4515.14., Glossary, Part II, Definitions*). If you live outside the Washington Local Commuting Area, reimbursement is in accordance with the JFTR. Parking at the Navy Yard is extremely limited. Consult with your assigned Formal Board attorney regarding a parking pass.

Rental Car: Rental cars are not typically authorized and will not be reimbursed unless there is a medical necessity approved by your service headquarters before travel. Submit a request to your service headquarters if you believe that a rental car is required. Approval must be gained prior to the start of travel.

Lodging

Your service headquarters will reimburse lodging for your Formal PEB.

- Lodging is available for a maximum of three nights at any of the hotels listed below.
- You are responsible for arranging hotel reservations.
- Reimbursement is limited to the current GOVERNMENT PER DIEM LODGING RATE. The maximum lodging rate in the Washington, DC area varies from \$169.00-\$236.00 per night according to the time of year. Ensure you comply with the current GOVERNMENT PER DIEM LODGING RATE at <http://gsa.gov/portal/category/100120> before making lodging reservations.
- You are authorized up to the Government Rate for the Washington, DC area. If the hotels do not have rooms at the government rate, you **MUST** contact your service headquarters to receive authorization for a higher lodging amount.

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HOTELS

Courtyard Washington
Capitol Hill/Navy Yard
140 L Street SE
Washington, DC 20003
(202) 479-0027
(0.6 miles to Navy Yard)

Capitol Hill Hotel
200 C Street SE
Washington, DC 20003
(202) 543-6000
(1.1 mile to Navy Yard)

Holiday Inn Capitol
550 C Street SW
Washington, DC 20024
(202) 479-4000
(2.0 miles to Navy Yard)

Capitol Skyline Hotel
10 I Street SW
Washington, DC 20024
(202) 488-7500
(1 mile to Navy Yard)

Residence Inn Washington
333 E Street SW
Washington, DC 20024
(202) 484-8280
(2 miles to Navy Yard)

Hyatt Regency Washington
400 New Jersey Avenue NW
Washington, DC 20001
(202) 737-1234
(2.5 Miles to Navy Yard)

Food

Your service headquarters will reimburse at the government per diem rate.

- There are numerous restaurants and groceries in the vicinity of the Washington Navy Yard.
- There is no government messing (dining) facility aboard the Washington Navy Yard.
- On the Navy Yard is the William III Café in Bldg 36. Also, from 0630-1500 M-F, there is a food court in Bldg 22, adjacent to Bldg 36.

Reporting

The day prior to your hearing, you will meet your assigned attorney located in Bldg 200, Suite 400 on the Washington Navy Yard. Proper civilian attire is authorized. Report to Bldg 36, Suite 309 to have your orders endorsed by the Secretary of the Navy Council of Review Boards Front Office.

YOU MUST HAVE A VALID MILITARY ID PRIOR TO ATTEMPTING ENTRY ON THE WASHINGTON NAVY YARD. If your ID is expired, you must contact your nearest military installation to obtain a new military ID. Failure to do so may result in your inability to access the base. BE SURE TO CARRY A COPY OF YOUR TRAVEL ORDERS AT ALL TIMES.

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Your formal hearing will convene in Bldg 36, Suite 309 on the scheduled day. You must be available for your hearing at 0800 in accordance with your orders. Delays based on poor planning, over sleeping, traffic concerns, or other personal concerns are not usually granted. Requests for a continuance must be made in writing by your attorney, must include evidence of the need for delay, and will be reviewed on a case-by-case basis.

Because hearing times can be as early as 0800 or as late as 1600, and may last several hours, schedule your return flight the day following your hearing.

The address of the Formal PEB is:

Secretary of the Navy Council of Review Boards
Physical Evaluation Board
720 Kennon Street SE, Suite 309, Bldg 36
Washington Navy Yard, DC 20374-5023

Uniforms

Retired military personnel shall report to their formal hearing in appropriate business attire.

